

MARINA COMMITTEE MEETING MINUTES
TUESDAY, FEBRUARY 9, 2016
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road

The February 9, 2016 meeting of the Marina Committee was called to order by Chairperson John Clove at 4:00 P.M.

Present: Chairperson Clove, and members Pat Duffy and Fuzzy Sunstrom.

Absent: Dan Jungwirth and Andy Hallett

Others: Rob Zoschke

Staff Members: Marina Manager Nicole Krauel and Assistant Administrator Janal Suppanz. Village Administrator Zeke Jackson appeared by phone.

Approval of the agenda:

A motion was made by Duffy, seconded by Sunstrom that the Agenda for the February 9, 2016 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Approval of minutes as published:

As to the minutes for the December 8, 2015 meeting of the Marina Committee:

A motion was made by Sunstrom, seconded by Duffy that the minutes for the December 8, 2015 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Comments, correspondence and concerns from the public:

Clove asked if anyone wished to comment regarding a non-agenda item. No one responded.

Business Items:

Item No. 1. Review of Marina financials; Consider a motion to discuss and act if appropriate:

Previous Year-End as well as Year-To-Date Financial reports for the Marina were included in the meeting packets and the Committee members jointly reviewed those documents. During the review process Krauel indicated that the Village Clerk-Treasurer billed Peder Nelson for an informational sign he had erected when the work was being done on the Bay Shore Drive Reconstruction Project, but that bill has not been paid yet. Actions are being taken to collect the past due amount. Krauel also noted that she has ordered the Edson 28206 portable pump-out cart which is equipped with a sixty gallon tank.

A motion was made by Duffy, seconded by Sunstrom that the funds for the new pump-out cart and tank, (approximately \$6,800.00), shall be withdrawn from the Marina general reserves. Motion carried – All ayes.

Item No. 2. Discussion on the Marina fuel dock and the “A Dock” renovation project; review of grant writing proposals from engineers; Consider a motion or action if necessary:

A proposal for Recreational Boating Facility grant writing services which was received from Robert E. Lee & Associates was included in the meeting packets, and the Committee members jointly reviewed that document. The question arose as to whether a proposal was received from JJR yet, and Jackson responded that it had not. He also pointed out that it is his understanding that grant funding for fuel dock systems is very limited. Basically the only thing which will be paid for is repair/replacement of docks. Krauel will contact the representative of Petroleum

Equipment who was dealing with the former Marina Manager to see if he is aware of any grants which are available for fuel dock systems and report her findings to the Committee ASAP.

It was the consensus that at this time no grant applications shall be submitted for a fuel dock, but long-term planning shall continue for such an appurtenance. Alternative repairs for "A Dock" such as wood or composite coverings shall also be investigated. At some point in the future the Marina Committee will make a presentation to the members of the Finance Committee regarding the possibility of establishing a CIP for Marina projects.

Item No. 3. Discussion regarding painting of the Boathouse; Consider a motion for action if appropriate:

Clove stated that he believes the exterior of the Boathouse is in need of painting, and the Committee members agreed.

A motion was made by Duffy, seconded by Clove that the exterior of the Boathouse shall be painted in 2016, and prior to the time that the painting is done the "For Rent" sign which is posted on that building shall be removed and placed in storage. Motion carried – All ayes.

An estimate for painting of the Boathouse which was received from Adam Johnson was included in the meeting packets and Clove presented an estimate he had received from Bogdan Savenko of Peninsula Painters. There was some question as to whether or not caulking, priming, scraping and power washing were included in both estimates, and Krauel was asked to contact Johnson and Savenko to request clarification of the services which will be provided. This agenda item will be re-addressed at the next meeting of the Marina Committee.

Item No. 4. Discussion regarding the placement of a mural on the Boathouse; Consider referral to the appropriate Committee, Commission, Board or official(s):

Samples of potential murals which were prepared by Ram Rohas were included in the meeting packets and the Committee members jointly reviewed them.

The Committee members indicated that they are very impressed with the work Rohas did on the mural in Baileys Harbor, but do not believe any of the proposed murals which were reviewed at this meeting were what they originally envisioned for display in Sister Bay. They also expressed concerns about what would happen with the mural if building alterations are made at some point in the future.

A motion was made by Sunstrom, seconded by Duffy that the Marina Committee's concerns about placement of a mural on the Boathouse shall be referred to the Parks Committee. Motion carried – All ayes.

Item No. 5. Discussion on the Marina marketing piece progression; Consider a motion for action if appropriate:

Item No. 6. Review of the Marina Manager's Report:

Item No. 7. Scheduled February Topics: Innovation and Marketing; Consider a motion for action if necessary:

A draft of a tri-fold Marina marketing piece was included in the meeting packets and the Committee members jointly reviewed that document. It was the consensus that in addition to the events listed on the marketing piece a cook-out/get-together shall be conducted at the Marina sometime during Memorial Day weekend. A few grammatical revisions were suggested for the marketing piece and Krauel took note of all of them. She will see that the marketing

1 piece is revised in accord with the Committee members' directives and e-mail the revised draft
2 to them ASAP.

3
4 Krauel's Marina Manager's Report was included in the meeting packets, and the Committee
5 members also jointly reviewed that document. Seasonal slip invoices will be mailed out by
6 Friday, February 12, 2016 and a new filing system has also been created for the seasonal slip
7 holder documentation. The suggestion was made that slip holders be given the option to
8 receive their invoices digitally, and it was the consensus that this would be a good idea. There
9 are still ten seasonal slips available and Krauel is working on filling them. Scribble software
10 training was delayed because Krauel has not had Quick Books training yet. Work is also
11 ongoing on switching the credit card processor to X Charge. Several people have expressed
12 interest in working at the Marina during 2016, and one interview has already been conducted.
13 The Marina is currently in "good shape" with the freeze-over and the bubblers are doing their
14 job, but the breakwall has been barricaded for safety reasons. If at all possible Krauel would like
15 to make the Marina website mobile-friendly and would like to re-host it.

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17 *A motion was made by Sunstrom, seconded by Duffy that prior to the 2016 boating season up*
18 *to \$2,500 may be spent on redesigning and making the Sister Bay Marina's website mobile-*
19 *friendly. Motion carried – All ayes.*

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21 **Item No. 8. Consider a motion to convene into executive session pursuant to Wis.**
22 **Stats. §19.85(1)(c) to discuss personnel and employee benefits:**

23 **Item No. 9. Consider a motion to reconvene into open session:**

24 **Item No. 10. Consider a motion to take action if required:**

25 None of these agenda items were addressed.

26
27 **Item No. 11. Consider a motion to discuss matters to be placed on a future agenda or**
28 **referred to a committee, official or employee:**

29 The next meeting of the Marina Committee is scheduled for Tuesday, March 8, 2016 at
30 4:00 P.M.

31
32 It was the consensus that the following issues shall be addressed at that meeting:

- 33 • **Discussion regarding painting of the Boathouse; Consider a motion for action if**
34 **appropriate;**
- 35 • **Discussion regarding the Boathouse Mural Project;**
- 36 • **Discussion on the Marina marketing piece progression; Consider a motion for action if**
37 **appropriate;**
- 38 • **Discussion regarding website revisions.**

39
40 **Adjournment:**

41 *A motion was made by Sunstrom, seconded by Duffy that the meeting of the Marina*
42 *Committee be adjourned at 5:40 P.M.*

43
44 Respectfully submitted,

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46 Janal Suppanz, Assistant Administrator